

**CITY OF SAN JOSE**  
**OFFICE OF THE CITY AUDITOR**  
**Procedure No. M-20**

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**AUDIT FIELDWORK – PHASE II (EVIDENCE GATHERING)**

**Purpose**

To ensure that sufficient, competent, and relevant evidence is obtained to afford a reasonable basis for the auditors' findings and conclusions.

**Background**

During the Evidence Gathering phase of the audit, the audit staff measures representative transactions or processes and compares the results with determined criteria. The work during this phase produces **Audit Evidence** upon which the auditor formulates findings, conclusions, and recommendations.

**Procedure**

<b>Audit Staff</b>	<ol style="list-style-type: none"><li>1. Conduct the audit tests and other procedures determined under Procedure No. <a href="#">M-17</a>. Ascertain that the evidence obtained is sufficient, relevant, competent, and useful.</li><li>2. If computer-processed data are an important or integral part of the audit and the data's reliability is crucial to accomplishing the audit objectives, the audit staff should ascertain that the data are relevant and reliable. This is important whether the data are provided to the auditor or the auditor independently extracts them. To determine the reliability of the data, the audit staff may either (1) conduct a review of the general and application controls in the computer-based systems including tests as are warranted; or (2) if the general and application controls are not reviewed or are determined to be unreliable, conduct other tests and procedures (See Procedure No. <a href="#">5-08</a>)</li><li>3. Document all audit work. If computer files are too large to print, document at least a description of each file. Ascertain that weekly back-up files are made and secured.</li><li>4. File all documents pertaining to the audit in the audit workpapers. Promptly label and number all workpapers.</li></ol>
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